

EXPERIMENTAL MINICARD PLAN
FOR
DOCUMENT INDEXING

I. Problem.

A method for systematic transition from the Intellofax System to the Minicard System is presented. This overall plan affecting the Library, the Documents Division and the Machine Division requires some policy decisions before implementation.

II. Proposal.

A. It is proposed that work begin immediately on preparing code material for inputting the Minicard System using the following three pronged attack on the problem:

1. The coding of CIA documents for the Intellofax System continue as it has in the past except that the revised Area, Action-Modifier, and Security Classification codes be adopted. Intellofax cards will be prepared converting the new codes to the presently used codes, in order to preclude the establishment of a new set of files due to the change in area. The same data will also be used to prepare Minicards, but with the revised codes. The Machine Division will undertake this task.
2. The USAF system for coding documents for the Minicard System be accepted as reliable for the Intellofax System indexing and retrieval operations. The Air Force code sheets could be borrowed and Intellofax cards punched directly from them, saving all effort presently going into the re-analysis of Air Force Intelligence Reports. Conversion of codes to match the Intellofax System would take place with the

conversion of CIA material as suggested above. Experiments by the Machine Division indicate that the above procedure is feasible, but additional manpower is required (one and one half man days per day). However a substantial man power saving is shown in omitting the re-analysis of Air Force documents.

3. Divert the major part of the effort now going into Air Force document analysis to investigation of methods of document classification aimed at increasing document indexing efficiency specifically for the Minicard System, using a partial "take" of CIA documents for the trial.

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This would permit close collaboration with ^{document effort} IR, BR and GR. As a by product of Document Division analysis and indexing, a document retrieval system for the registers might be developed which could add to their potential. There could be many advantages in recording the names of persons, industrial establishment and places in clear text. The recording of documentary data in clear text might also offer advantages in some indexing applications. The Machine Division will participate in planning and will record on Minicard the results of this effort.

4. It is likely that time will be available for further experimentation with specialized problems such as IR and BR have. The efficiency of the M/C equipment for handling the OSI scientific literature and the ORR "Numbers Racket" problems should also be investigated. Much experimentation is required but I believe it will be fruitful.

B. There are several advantages in the above plans:

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1. Freedom for systems experimentation with Minicard is achieved.
 2. A comparison of accuracy in retrieval by Minicard and Intellofax Systems could be made, as a fairly large Minicard population would be accumulated rapidly.

3. With a minimum increase in personnel a dual system could be operated, insuring continuity of indexing operations while testing the Minicard System.

4. Training Analysts in the use of more sophisticated classification systems could be accomplished.

5. Upon proof of the efficiency of the Minicard System a rapid phasing out of the Intellofax System could be accomplished, because a nucleus of document analysts and machine people exists for training others.

C. Procedures have been developed by MD/CR to handle most experimental systems work with Minicard. Other procedures will be developed as required.

D. [With the phasing out of the Intellofax System, if typing effort presently expended in typing multilith masters to prepare Intellofax cards is to be saved, ^{7A} a new method of providing source locator information will have to be adopted. Two proposals have been made by DD and MD:

1. Use the front page of the document as the source locator, anoting it to indicate enclosures, if they are not already shown on this page. *Essentially an enclosure*
This proposal requires the least additional work. *9 Feb 67*

2. Detailed coding of source locator data, which would be entered in the Minicard. A tabulating card would be prepared from the Minicard with the coded data printed for reading. A Minicard showing document images would be inserted in the tabulating card for ready viewing or reproduction of the document. The Minicard containing aperture cards will be filed in code order representing the posts and report number. This system will require more preparation than the other system, but might simplify file maintenance. Minicard equipment in its present configuration does not offer effecient retrieval by specific number from a serial file.

E. Inasmuch as the present Minicard Camera will not record an image larger than 10" x 15" it is proposed that documents larger than this be recorded 25X1A5a1 on 35 mm film as is presently being done. When the [REDACTED] equipment for copying strips of film on film cards is delivered (scheduled for January 1958) the 35 mm film will be copied on film cards and filed in document number sequence for easy manual retrieval of the document image. Document classification data will be entered into the M/C System as with all other documents with reference to the film card file. Less than 10% of our present work requires the 35 mm treatment and no increase is anticipated. This work would be done by the M/C group.

F. As the population of the M/C file begins to approach usefulness for retrieval purposes, commence a comprehensive course of training for the Reference Librarians in phrasing requests for the Minicard Selector. ^{*This should include placing a systems engineer in the Ref Branch.*} They should also be "tuned in" on Document Division experiments with greater sophistication in document analysis and classification. Actual selection of material from the Minicard files will begin as soon as the files are voluminous enough to warrant searching in response to requests. The efficiency of the system will be checked in the following ways:

1. A normal Intellofax search will be made. From these references the CIA source references will be selected and a list of document numbers prepared. A parallel search will be made of the Minicards prepared as a by product of the Intellofax analysis, classification, and machine operation. A list of control numbers of documents retrieved will be prepared and compared with the Intellofax reference listing. They should be identical, taking into consideration the time period covered in the Minicard file.

2. Control totals for the filing codes entered on the Minicards will be maintained. The number of Minicards retrieved will be checked with these pre determined totals. This will be a very positive check for retrieval of the correct number of Minicards while the comparison with Intellofax will determine reasons for variance, if any.

3. A third test will be made by searching the Minicards resulting from the analysis and classification directed specifically toward the Minicard System. Cards resulting from this retrieval operation will be checked against the control totals for this file as well as against the Intellofax search.